



June 8, 2020

Sid Tubbs, Superintendent
Firth School District
735 N. 600 E.
Firth, ID 83236

Dear Superintendent Tubbs,

On February 12, 2020, State Department of Education (SDE) Contractor, Kerry McKaig, with CN Resource (CNR), conducted an on-site review of the meal program, and from April 29-June 5, 2020, Coordinator Jennifer Butler conducted an off-site review process for the Administrative Review of the Firth School District due to the current COVID-19 pandemic for the following United States Department of Agriculture (USDA) programs:

- School Breakfast Program (SBP)
- National School Lunch Program (NSLP)
- USDA Foods

The SA reviewed Firth High School.

The State agency would like to thank Amy Dye and the staff of Firth School District for their hard work operating the school nutrition programs.

Overview

The Richard B. Russell National School Lunch Act, amended by the addition of Section 201 to the Healthy Hunger Free Kids Act of 2010, requires a unified accountability system designed to ensure that participating school food authorities (SFA) comply with USDA requirements. The objectives of the Administrative Review (AR) are to:

- Determine whether the SFA meets program requirements
- Provide technical assistance
- Secure any needed corrective action
- Assess fiscal action and, when applicable, recover improperly paid funds

Review Frequency and Scope of Review

The Healthy Hunger-Free Kids Act mandates state agencies conduct an AR a minimum of one time during a three-year cycle, however Idaho has received a waiver to conduct reviews on a five-year schedule to evaluate Critical and General Areas of Review, including:

- Performance Standard 1: Meal Access and Reimbursement
- Performance Standard 2: Meal Pattern and Nutritional Quality

- General Areas of Review: Resource Management, Food Safety, Local School Wellness Policy, Smart Snacks, Civil Rights, Buy American, Professional Standards, and other areas of general program compliance.

These were the SA determined findings and the SFA response to the findings:

Finding and Corrective Action Plan (CAP)

Finding 1: Benefit Issuance

A statistical sample of 177 applications resulted in a 3.39% error rate. One application was incorrectly calculated requiring an adverse change in benefits. Another application was missing an adult signature and should have been returned to the household for completion prior to determining a benefit.

CAP: Upload a copy of the letter advising of the decrease in benefits sent to household and updated benefit issuance list into Review Attachments. Contact household and make plans to obtain signature and upload signed application. If household refuses to sign application, benefit will need to be changed to paid.

CAP Completion: June 5, 2020

CAP Response: An adverse action notice was sent to the household requiring a change in benefits, and an adult signature was obtained for the incomplete application. Other missing certification documentation was provided per SA request and all benefits validated on an updated benefit issuance list.

Finding 2: Verification

A verified application only received partial income documentation. The application identified a weekly and a monthly amount. Two weekly paystubs were provided, but nothing for the monthly income. Verification is incomplete without documentation for all reported income.

CAP: Contact household and request missing monthly income documentation. Once income documentation is received, determine benefits and process any changes as necessary. If household refuses to provide income documentation, then benefits must change to paid.

CAP Completion: June 3, 2020

CAP Response: SFA was unable to obtain missing income documentation, so students were changed to paid. Letter was sent to household notifying them of the change.

Finding 3: Meal Components and Quantities – Vegetable Subgroups

Vegetable offerings at lunch must include the five vegetable subgroups over the course of the week in the quantities specified in the meal pattern per 7 CFR 210.10 (c) (2) (iii) (A-E). During the last AR (SY16-17), the lunch menu for the review week was missing the starchy vegetable subgroup and technical assistance was provided. During the SY19-20 AR, CNR identified that the beans/legumes subgroup was not offered during the week of review (February 10-14, 2020). The SA must take fiscal action for repeated violations involving vegetable subgroups. The SA may disallow all meals served during the deficient week, but has chosen to only disallow meals for one day. February 12 had the lowest meal count for the high school during the

review week. The 150 meals served on that day were disallowed for reimbursement and fiscal action calculated.

CAP: Provide a written plan addressing how missing subgroup violations will not occur in the future. Be specific on what steps will be taken to ensure the menu includes the required quantities of all five subgroups each week. Additionally, complete the *Daily/Weekly Vegetable Planner* worksheet for grades 9-12 to demonstrate understanding of the required portions of each subgroup.

CAP Completion: June 4, 2020

CAP Response: The SFA provided a plan stating that all subgroup requirements will be corrected within their software for the 6-week cycle menu. After the month's menu is completed, the food service director and assistant will both double check the accuracy to ensure all subgroups are met. The daily/weekly subgroup worksheet was also completed to demonstrate compliance for one week.

Finding 4: Meal Components and Quantities – Lunch

CNR conducted the menu review and found that for the week of review, the lunch menu did not meet the minimum daily and weekly requirement for meat/meat alternate, grain, and vegetable components. It was also found that beans/legumes vegetable subgroup requirement was not met as no beans/legumes were offered during the week of review.

CAP: Provide a written statement that the daily and weekly requirements for meat/meat alternate, grain, and vegetable components will be met, along with beans/legumes vegetable subgroup. Provide documentation demonstrating these corrections.

Completed: January 31, 2020.

CAP Response: The SFA discovered that the wrong pizza recipe was being used. The grains were corrected in the pizza recipe making it compliant. Menus were updated to include baked beans on Monday, more vegetables added to Tuesday, and two PB&J sandwiches to grades 9-12 on Wednesday. Documentation was uploaded and approved by CNR.

Finding 5: Meal Components and Quantities - Breakfast

CNR conducted the menu review and found that for the week of review, the breakfast menu did not meet the minimum weekly requirement for the grain component. A grain was offered daily, but not in large enough quantities to meet the weekly requirement. Meat/meat alternate products may be used to credit towards the weekly grain requirement, but only after the daily grain requirement is met.

CAP: Provide a written statement that the weekly grain requirements are now met and provide documentation demonstrating the correction.

Completed: January 31, 2020.

CAP Response: A muffin has been added when cereal is served to make sure the full requirement is met. The daily and weekly minimum has been covered in this action. Documentation was uploaded and approved by CNR.

Finding 6: – Dietary Specifications and Nutrient Analysis

The production records were incomplete, not all required fields were correctly documented.

CAP: Provide a statement of understanding of the requirements, and the names of the SFA representatives who will ensure compliance. Submit one week of completed production

records.

Completed: February 21, 2020.

CAP Response: The foodservice director will ensure compliance and provided training to all staff. Corrected production records were uploaded and approved by CNR.

Finding 7: SFA On Site Monitoring

According to 7 CFR 210.8 (a)(1) and 7 CFR 220.11 (d)(1), each SFA with two or more feeding sites must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating NSLP and 50% of schools operating SBP under its jurisdiction prior to February 1, each school year. This review has not been completed as required. Ensure that this review is conducted for all three sites for lunch and at least two sites for breakfast no later than February 1 each year and retain documentation for three years plus the current year.

CAP: Upload a written plan describing the process and action plan to ensure the SFA On-Monitoring requirements will be met for SY20-21. In the plan, identify goal dates to have each lunch review completed for all three sites. Identify the site employee (title will suffice) with whom the reviewer will discuss the monitoring outcomes. Also identify how breakfast monitoring will alternate to ensure at least half of the sites are reviewed each year and identify which two sites will be monitored for breakfast next year along with when those breakfast reviews will occur.

CAP Completion: May 29, 2020

CAP Response: The SFA provided a plan stating that SY20-21 on-site monitoring for lunch at all three sites will be completed by January 15, 2021. The ES and MS will receive a breakfast review during SY20-21 no later than January 20, 2021. The director will conduct the monitoring and discuss the results with the kitchen managers. Any required follow up reviews will be completed by January 25, 2021.

Finding 8: Civil Rights – Annual Training

SFA staff who interact with program applicants or participants (i.e., cafeteria staff, Free and Reduced Application approval staff) and their supervisors, as well as the Hearing Official, must have annual civil rights training. Superintendent Tubbs is listed as the Hearing Official so must have USDA civil rights training. As part of the offsite portion of the AR, it was discovered he had not completed the required training. A CNP Civil Rights training video is available on the SA website at <http://www.sde.idaho.gov/cnp/civil/>

CAP: Upload a dated sign-in sheet to provide documentation that the Hearing Official received the required civil rights training.

CAP Completion: February 20, 2020.

CAP Response: The SA provided a sign-in sheet showing the hearing official and four other employees watched the training video on February 20, 2020.

Finding 9: Civil Rights – Nondiscrimination Statement

The nondiscrimination statement (NDS) must accompany any printed materials and any web-based materials referencing FNS programs. Web pages associated with program operation should list the full USDA NDS with details on participants' right to file a complaint. As part of

the offsite portion of the AR, it was discovered the NDS was missing from the Nutrition webpage and the incorrect statement was included on multiple menus.

- On December 12, the SA advised that some October, November, and December menus included the incorrect NDS – *This Institution is a USDA Provider and Employer*, and requested all menus be corrected before posting January menus. The SFA responded on January 8, stating that menus had been corrected and replaced, and February menu will be correct.
- On January 15, the SA advised that the incorrect NDS was utilized on the edited menus and requested all menus be corrected before posting February menus.
- On February 11, the SA advised that the Elementary lunch menu still included the incorrect NDS - *This Institution is an Equal Provider*.
- On March 10, the SA reviewed the LEA website and found the March Elementary Lunch Menu posted on March 2, still included the incorrect NDS - *We are an Equal Opportunity Provider*.

A document containing the full NDS was added to the Elementary School’s Nutrition webpage after it was brought to the SFA’s attention, but was not added to the Middle School’s Nutrition webpage. The SA recommends that the actual wording be posted on the webpage, rather than in a document attachment.

CAP: Update breakfast and lunch monthly menus for all schools to include the correct USDA non-discrimination statement. Ensure that menu templates are corrected and a process is in place to edit check each menu before releasing. Provide the April breakfast and lunch menus for the ES, MS, and HS. Notify the SA when the NDS has been added and is available on all schools’ nutrition webpages.

CAP Completion: May 1, 2020

CAP Response: On April 29, 2020, the SA reviewed the LEA website and found all posted April menus for ES, MS, and HS included the correct statement. SA obtained menus from website and uploaded for corrective action response. On May 1, 2020, the LEA website was updated to include the full NDS.

Finding 10: Buy American Provision

SFAs are required to purchase domestic agricultural commodities or products that are produced and processed substantially in the United States or territories, as applicable [7 CFR 210.21 (d)]. If a product from another country is sourced, then the SFA must have documentation that the domestic product is significantly higher in price or not available in sufficient quantities. The SFA is not completing documentation to support a qualifying exemption.

CAP: To demonstrate understanding of how to successfully complete the required documentation moving forward, complete and upload the SA’s Buy American Exception Form. Complete one form for an annual exception and one form for a seasonal exception of fruits and/or vegetables procured and served during the current school year.

CAP Completion: June 1, 2020

CAP Response: SFA uploaded Buy American Exception Forms for Bananas and Tropical Fruit Salad. Both documents were for an annual exception for products not domestically produced. This CAP was accepted even though a seasonal exception was not provided as requested. The

SFA also uploaded a narrative identifying that exemption forms will be completed as required moving forward.

Finding 11: Revenue from Nonprogram Foods

To ensure that the revenue available to support the production of reimbursable school meals does not subsidize the sale of non-program foods, SFAs are required to determine if the percent of total revenue that is generated from their nonprogram food sales is equal to or greater than the percent of total food costs that are attributable to the SFA's purchase of nonprogram foods (7 CFR210.14(f)). USDA permits a simplified approach that allows SFAs to separate their nonprogram food costs from their program food costs for a period of at least 5 consecutive operating days. The SFA completed the nonprogram food revenue tool (NPFRT) provided by the SA for 5 days from SY18-19, but completed separate breakfast and lunch tools for grades 9-12 only. When using the simplified approach (5-day period) revenue and expenses for all grades and meals must be included to provide complete information. Be sure to include breakfast and lunch menus, costs, and revenue for all grade levels in one NPFRT.

CAP: Provide documentation of the simplified approach to assess compliance by completing the nonprogram food revenue tools provided by the SA. Upload a completed nonprogram food revenue tool (NPFRT) for all breakfast and lunch menus into MICNP.

CAP Completion: June 1, 2020

CAP Response: The completed NPFRT for the week of October 10-14 was uploaded with 3 breakfast menus and 3 lunch menus along with some a la carte sales. The tool indicates compliance with nonprogram food revenue.

Commendations

- The foodservice director was very diligent in preparing for the AR and completed all off-site modules in a timely manner. The hard work continued after the AR was changed to a desk review, requiring additional paperwork to be scanned and uploaded. The effort put into this review during a stressful time is greatly appreciated.
- CNR advised that Firth SD was great to work with and Heather's beef veggie soup was wonderful.

Technical Assistance (TA)

Certification and Benefit Issuance

- The income frequency listed on the application must be used to determine the application. If multiple frequencies are listed then all income must be converted to an annual amount per USDA regulations.
- When making edits or changes to an application, the best practice is to use a different colored pen. Be sure to always initial and date changes with a note of why change occurred and who in the household provided the new information.
- Ensure the "For Official Use Only" portion of applications is updated when income, household, or determination results change based on new information.
- Other Source Categorically Eligible Status must be confirmed through documentation prior to certifying the child's eligibility for free meals. [7 CFR 245.2]

- The LEA's designated homeless liaison is responsible for determining if a student meets the requirements of the McKinney-Vento Act. In order for the SFA to identify a student as eligible for free meals, the student's name must be included on a list signed and dated by the homeless liaison. That information must be provided to the SFA in a valid format (date and validating signature) in a timely manner so that students can receive free meals as soon as that information is determined.
- Last school year's eligibility status can carry over for *30 operating days* into the new school year, allowing time for households to reapply without interruption of benefits. Student eligibility changes must be applied when a new determination for the school year has been made, even if the determination is made within the carryover period. It is recommended that the SFA remove the carryover end date from their household determination notification letter, as the end date of a benefit could change for the subsequent school year.

Dietary Specifications and Nutrient Analysis

CNR completed the menu review and provided the following TA:

- During the Administrative Review the results of the menu review were provided to the SFA in a detailed Menu Review Results Report. Recommendations were included to bring all areas into compliance. All menus served within the SFA must meet all daily and weekly meal pattern requirements for the specific grade group. The SFA was encouraged to provide training as needed to ensure compliance. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews, may result in fiscal action.
- A Child Nutrition Label or Product Formulation Statement was not submitted for all processed menu items. Once documentation is secured, it should be maintained on file. This documentation was secured for the menu items listed below, in order to determine meal pattern crediting.
 - For the breakfast menu, documentation for Apple & Cherry Frudel, Muffin, and Pop Tarts was shared with the sponsor.
 - For the lunch menu, documentation was secured for the Rib Shaped Pork Patty and Chocolate Chip Cookie, in order to determine meal pattern crediting.
- During the review, production records were discussed with the SFA. The SFA must ensure that all sites are keeping accurate and complete production records for the meals they produce.
 - The records must be completed throughout meal service and maintained every day. At a minimum, the production records should include the name of the item, the recipe or item number, the portion size, the number of planned portions, the component contribution amount and the number of actual servings. All kitchen staff should be trained on completing productions records so that everyone can complete the records.
 - When planned numbers on production records are entered, be sure not to include the salad and baked potato meals in the reimbursable meal columns. This makes them appear as if they are for students and sold as reimbursable meals.

- Raw leafy vegetables credit at half volume. Update the tossed salad recipe on Tuesday and Thursday to reflect the correct crediting of the lettuce. For the recipe to actually yield 50 1-cup servings, the amount of romaine lettuce and iceberg lettuce needs to double in the ingredient portion. For 50 1-cup servings, 5 lbs. of iceberg should be used, and 3 lbs. 4 oz of romaine should be used.

Meal Components and Quantities

CNR completed the menu review and provided the following TA:

- The federal regulations require weekly minimum amounts of grains to be served. The weekly breakfast requirement of 5 oz. eq. was not met. The menu offered a minimum of 4 oz. eq. of grain throughout the week. Due to the cereal being offered alone daily, the weekly minimum remains below the 5 oz. eq. requirement.
 - The Trix, Lucky Charms, Reese’s Puffs, Golden Grahams, Honey Nut Chex, Cinnamon Toast Crunch, and Cocoa Puffs cereals served only offer 1 oz. eq. grain daily, to total 4 oz. eq. grain over the course of the week.
 - The Cheerios cereal is a larger bowl pack, according to the nutrition label provided, and provides 1.25 oz. eq. grain, which will meet the 5 oz. eq. weekly grain requirement.
 - The granola served on Wednesday was served in a ¼ cup serving size. Per the grains chart, this provides 1 oz. eq. grains, which is how it was credited on the worksheet. However, per the manufacturer’s Product Formulation Statement, ½ cup granola = 1.75 oz. eq. grain, which would provide under 1 oz. eq. per ¼ cup. Increase the granola serving size to 1/3 cup, to be sure to meet the daily 1 oz. eq. grain requirement.
- After the daily 1 oz. eq. grain minimum is met at breakfast, the weekly minimum can be met with additional grains or meat/meat alternates. Consider offering a 4 oz. yogurt or a 1 oz. string cheese with the cereal meal daily to bring the weekly grains up to the 5 oz. eq. requirement with this meal choice.
- The federal regulations require menus to be planned that meet the minimum daily 2-ounce equivalent meat/meat alternate requirement for grades 9-12. The daily meat/meat alternate requirement for lunch was not met on Thursday. The pepperoni pizza only provided 1 oz. eq. meat/meat alternate per serving. Increase the cheese on the pepperoni pizza to at least 16 oz. per 8 servings to help meet requirements.
- The federal regulations require weekly minimum amounts of meat/meat alternate to be served. The weekly lunch requirement of 8 oz. eq. was not met. The menu offered a minimum of 7 oz. eq. of meat/meat alternate throughout the week. By following the suggestions outlined to meet the daily meat/meat alternate requirement, the weekly requirement will also be met.
- The federal regulations require daily minimum amounts of grains to be served. The daily lunch minimum of 2 oz. eq. was not met on Wednesday and Thursday. On Wednesday, only 1.25 oz. eq. grains, at minimum, were offered. On Thursday, only 1.5 oz. eq. grains, at minimum, were offered.

- On Wednesday with the vegetable soup meal, consider offering a 1 oz. eq. (28 g) whole grain-rich dinner roll or breadstick with the meal, in addition to the PB Jamwich and pack of saltines to help meet requirements
- On Thursday, consider offering a 1 oz. eq. (28 g) whole grain-rich dinner roll or breadstick with the popcorn chicken meal. The popcorn chicken and the sugar cookie only provide 1.5 oz. eq. bread/grains, so a dinner roll would help bring this requirement into compliance.
- The federal regulations require weekly minimum amounts of grains to be served. The weekly requirement of 8 oz. eq. for lunch was not met. The menu offered a minimum of 6.75 oz. eq. of grain throughout the week. By following the suggestions outlined to meet the daily grain requirement, the weekly grain requirement will also be met.
- The federal regulations require a minimum of 1 cup of vegetable to be offered each day for grades 9-12 and 3/4 cup for grades 7-8 for lunch. The vegetable requirement was not met on Tuesday and Wednesday.
 - On Tuesday, only 5/8 cup vegetable was offered at minimum. Based on the standardized recipe provided, the tossed salad on Tuesday only provides 5/8 cup vegetable. Keep in mind that raw leafy green vegetables, such as romaine and iceberg lettuce, are creditable at half volume. Based on the recipe instructions, the 1 cup total of romaine and the iceberg lettuce provided ½ cup total creditable vegetable, with 1/8 cup additional vegetable from the tomatoes. To help meet the daily vegetable requirement, serve ½ cup baked beans or seasoned black beans with both meals offered on Tuesday.
 - On Wednesday, only 1/2 cup vegetable was offered at minimum. The stewed tomatoes on Wednesday only provided ½ cup vegetable, and when paired with the onion stacker, the chicken burger, and the Rib-B-Que provided less than the serving requirement. To help meet the daily vegetable requirement, serve ½ cup of any vegetable of your preference with the sandwich options on Wednesday.
- Subgroups of vegetables must be met for each grade group. The ½ cup weekly beans/legumes vegetable subgroup requirement was not met. Currently, there are no servings of beans/legumes offered over the course of the week. Adding ½ cup black beans, refried beans, or pinto beans to the menu this week will meet this requirement.
- Technical assistance on insufficient quantities of components was provided during the last AR, findings were provided for this AR. Please note that per USDA guidance any repeat menu findings in future ARs, may result in fiscal action by disallowing reimbursement of meals not meeting meal pattern requirements.

Food Safety and Buy American Provision

- CNR discussed food storage requirements with the SFA.
- Each SFA is required to purchase domestic agricultural commodities or products that are produced and processed substantially in the United States or territories, as applicable (7 CFR 210.21 (d)). If a product from another country is sourced, then the food service must have proof that the domestic product is significantly higher in price or not available in sufficient quantities.

- Include the Buy American provision in SFA solicitation documents for the purchase of commercial foods. The SFA should require suppliers to attest that their final food products are either 100% domestic commodities or a food product containing over 51% domestic food components, by weight or volume. Products must be checked upon receipt and not accepted if the products do not comply with the Buy American provision, unless there is documentation to justify the exception (exorbitant pricing or product shortages).
- The SFA must keep documentation justifying the limited exception(s); make use of the Buy American Provision Exception document available in Download Forms. This form requires the SFA to identify which allowable exception is being used and if the exception is one-time, seasonal, or annual.
- Documentation must be maintained to support the qualifying Buy American exemption. The USDA Agricultural Marketing Services (AMS) [Market News](#) and custom [Retail Reports](#) are good sources for supporting documentation.

Civil Rights

- The nondiscrimination statement (NDS) must accompany any printed materials and any web-based materials referencing FNS programs. Each year ensure that all templates include the correct nondiscrimination statement (NDS) and monitor usage of the NDS on an ongoing basis. If the material is too small to contain the full statement, the material at minimum must include the following statement: “This institution is an equal opportunity provider.” The full statement must be included on outreach material, including websites, when notifying potentially-eligible participants how to apply for benefits or when informing participants about their right to file a complaint. The full statement is available on the SA website under Civil Rights.
- Only teachers, secretaries, custodians, and volunteers can complete annual Civil Rights training using the Frontline Staff handout. All foodservice staff, determining, confirming, verifying, and hearing officials, and their supervisors must watch the full video training each year.

Professional Standards

- The "personal training agenda" utilized by the SFA to track employee training does not include the required information. The SFA advised this document is only updated annually, which makes it difficult to identify if employees are on track to meet their required training hours. Employee training tracking logs must include the key area/topics and training subjects completed with certificates, agendas, and sign-in sheets retained for backup. These logs should be updated as training occurs. The SA has made available a template tracking log prompting the required information. Begin using this log or something similar that includes the same fields to track required information. Professional Standards Learning Objectives and Topics with Codes which can be found on the USDA Professional Standards Website.

Paid Lunch Equity

- The completed and SA approved SY19-20 Paid Lunch Equity (PLE) tool resulted in a weighted average price requirement of \$3.00. This was the paid lunch price listed and

approved in the sponsor application packet for SY19-20 program operation. During the AR, it was discovered that the SFA was only charging \$2.95 for paid lunch, which was not the approved price by the SA. The prices reported and approved by the SA in the application packet must be upheld to support requirements specified in 7 CFR 210.14(e).

- For the SY 20-21 PLE tool the SFA must enter the \$3.00 requirement along with the October 2019 paid meal counts in order to accurately reflect the SY20-21 requirements.
- In calculating the PLE for SY20-21, the weighted average price is \$3.09, which can be rounded down to \$3.05. LEAs can choose to contribute non-Federal sources to the nonprofit school food service account in lieu of raising paid lunch prices. To do this, LEAs must calculate the appropriate amount of required revenue to be contributed in lieu of a price increase. SP07-2020 provides guidance that allows any SFA with a positive or zero balance in its nonprofit school food service account as of December 31, 2019, to be exempt from PLE pricing requirements found at 7 CFR 210.14(e) for school year (SY) 2020-21.

SFA On-Site Monitoring

- When conducting onsite monitoring, separate review forms should be utilized for each of the separate breakfast and lunch reviews, but the SA has allowed the same form to be used for both meal observations if different colored pens are used to document and separate the responses for each review. Breakfast and lunch reviews should occur on different dates prior to February 1 each school year.
- The line asking for the date of the last breakfast review is to help guide the SFA to identify the requirement to review at least 50% of the sites for breakfast every other year, with a site being reviewed at least every two years.

School Breakfast and SFSP Outreach

- When operating the School Breakfast Program (SBP), additional outreach is required. SFAs must inform eligible families of the availability of breakfasts at the beginning of the school year, as well as provide reminders regarding the availability of the SBP multiple times throughout the school year. (7 CFR 210.12 (d)). The breakfast menus are posted on the LEA's website, but additional outreach should be conducted. Posting reminders on the LEA's Facebook page, adding a blurb on the LEA's website, or providing notifications to the household via email or newsletter are encouraged and would meet this requirement.

Reporting and Recordkeeping

- As part of the off-site review, the LEA's website was reviewed. There are three separate "Nutrition" webpages for the district – each found by selecting the individual school site. Due to issues with the posting of an old Local Wellness Policy, incorrect NDS, and inconsistent documents, the SA recommends that the SFA consider one nutrition webpage that contains all required information thus eliminating the need to update and edit three separate locations. Additionally, parents may find it more helpful to monitor menus for children of various ages by only needing to go to one location. This

suggestion is to help ensure that all required promotion and postings would be available in one location and outdated documents more easily identified.

Local School Wellness Policy (LWP)

- The LEA is using ISBA policies, but did not adopt or update all ISBA policies as reviewed and approved by the SA. The SFA provided policy number 8200 and 8201 as the LWP for the AR. Upon further inquiry, the SFA advised that 8200 replaced 8201 and 8201 is to be removed from the LEA's district policies webpage and the SFA's nutrition webpage.
- The SA worked with ISBA to ensure updated policies would meet the requirements of 7 CFR 210.31. For a compliant policy, the SA recommends the adoption of nine separate ISBA policy sections. Of the nine approved sections:
 - Three sections were adopted or revised after the release of the final rule in 2016: 2310- Nutrition Education (adopted 1/11/18), 7310- Advertising in Schools/Revenue Enhancements (adopted 4/12/18), and 8200- Local School Wellness (revised 6/14/18);
 - Three sections last revised 5/14/15 were not updated after the release of the final rule in 2016: 8230- Nutrition Standards, 8240- School Meals, and Policy 8250- Guidelines for Food and Beverages Sales;
 - Three sections were not adopted by the LEA: 2305- Nutrition Services, 2315- Physical Activity Opportunities and Education, and 8210- District Nutrition Committee.
- Although the LWP was found to meet the minimum requirements of the final rule, the district wellness committee should evaluate the policy and consider adopting and revising policies to ensure the most current and complete ISBA policy sections are incorporated for a more robust LWP. All relevant sections should be considered part of a complete LWP, not just section 8200.
- All LEAs must assess their wellness policy at least once every three years and report on the extent to which each school is in compliance with the district policy. LEAs must make this assessment available to the public. Posting to the school /district website and/or in a school newsletter would support this requirement.

Smart Snacks

- The SA was unable to conduct an on-site review of Firth HS due to the COVID-19 pandemic. However, a desk review identified areas of non-compliance with Smart Snack regulations. These areas of non-compliance were also in violation of Firth SD's Local Wellness Policy. Steps must be taken to ensure compliance with regulations.
 - Per Public Law 111-296 as clarified in 7 CFR 210.11 *Competitive food service and standards* (also known as Smart Snacks), all foods and beverages sold in school vending machines, school stores, and fundraising need to comply with specific nutrition standards to increase consumption of healthful foods during the school day and support a healthy school environment. These Smart Snacks standards and Idaho Smart Snacks in School Policy can be found at the SA's [Smart Snacks webpage](#).

- It was identified that a vending machine at Firth HS contains non-compliant beverage and food items. Food and beverages sold to students must either comply with specific nutrition standards, must be tracked as exempt fundraiser(s), or must be inaccessible during the school day (defined as midnight the day before until 30 minutes after the school day ends).
 - Refer to [A Guide to Smart Snacks in School](#) available at the USDA website for clarification on the minimum nutritional requirements.
 - The [Smart Snacks Product Calculator](#) is a useful tool that produces a report that can be used to confirm and document compliance.
- No fundraising tracking log was available for the AR. All fundraisers, both exempted and compliant, including non-food sales, must be tracked. The [SA fundraiser tracking template](#) includes an option to check “non-food” for ease in tracking those types of sales along with the “compliant” and “exempted” food fundraiser options. The purpose of tracking all fundraising, including both food and non-food, is because the SA requires at least 50% of fundraising to be exempted or non-food related. If the need arises to request an additional exempted fundraiser (beyond the 10 locally approved), the [pre-approval request form](#) must be submitted along with the school’s fundraiser tracking form.

Procurement

- A procurement review is currently being completed. Please follow the guidance provided in a separate closure letter.

Fiscal Action

Due to benefit issuance errors and missing a vegetable subgroup fiscal action results in \$517.11. However, since this amount falls under the \$600 threshold, the fiscal action will be disregarded and no financial adjustment will occur.

Your review is now closed.

There is no fiscal action resulting from this review. If you wish to discuss any of these findings, please contact me at (208) 332-6820.

Thank you for your continued support of the Child Nutrition Programs!

Sincerely,



Jennifer Butler, MEd, SNS
NSLP Coordinator

cc: Amy Dye, Food Service Director, Firth School District
Colleen Fillmore, PhD, RDN, LD, SNS, Director, Child Nutrition Programs

Civil Rights

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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